



CAMP FUN CITY



Parent Handbook 2019

This camp must comply with regulations of the Massachusetts Department of Public Health and is licensed by the local Board of Health

WELCOME

Welcome to the Springfield YMCA's Camp Fun City. Our staff is looking forward to a safe and fun summer. This handbook has been designed to answer the many of your questions. Please read this Parent Handbook carefully. If you have any questions and/or concerns, feel free to contact the Springfield YMCA at (413) 739-6955 or the Camp office ext. 2259 after 6/24/2019.

CAMP FUN CITY OPEN HOUSE

Stop by to learn more about our camping programs, meet the staff and tour the facility.

April 27th 12:00-4:00pm & June 16th 12:00-4:00pm

FACILITIES

Camp Fun City is located at the YMCA, 275 Chestnut Street, Springfield. The camp will utilize the YMCA's facilities such as the pool, gymnasium, racquetball courts, classrooms and the playground located behind the building and Emily Bill Park, located on Franklin Street.

2018 CAMP FUN CITY SESSION DATES

Session 1 June 24 – July 6 (no camp July 4th)

Session 2 July 7 - July 20

Session 3 July 21 – August 3

Session 4 August 4 - August 17

Session 5 August 18 – August 23 (1-week session – no camp 8/24)

Camp Fun City FEES (per session)

	<u>Sessions 1-4</u>	<u>Session 4 ½</u>
YMCA Members	\$345	\$180
Non-Members	\$380	\$192

EXTENDING YOUR STAY AT CAMP (ADDITIONAL SESSIONS)

If you wish for your child to attend additional camp sessions, contact the Camp Registrar at the Springfield YMCA Youth Department. (413) 739-6955.

REGISTRATION, CANCELLATIONS & REFUNDS

Any cancellation must be made in writing and sent to the YMCA of Greater Springfield, Attn: Camp Registrar, 275 Chestnut Street STE 1, Springfield, MA 01104. Please remember the \$50 deposit is non-refundable and non-transferable. The only exception is when there is a note from a doctor stating the child cannot attend camp for a medical reason. – Please note any changes to original camper registration made after the start of a session will be effective two business days from the original date of the request. This includes authorized pick up information, please plan accordingly.

PAYMENTS

A \$50 non-refundable, non-transferable minimum deposit per camper, per session is required at the time of registration. This deposit is applicable towards the balance. A one-time Facility Maintenance fee of \$10.00 is due at registration. Bills will be sent to the registrants three weeks before balances are due. Payment in full is due seven (7) days prior to the beginning of each session. Payments may be made in person, by mail or by phone (with a credit card: VISA or MasterCard only).

Any previous YMCA balance must be paid in full before your child can attend camp. If you have any questions regarding your camp bill or previous balance, please call the YMCA Youth Department at (413) 739-6955 between 7:00 AM-6:00 PM. Payments may be made by cash, check, money order or credit card (Visa or MasterCard).

Session 1.....	Full payment due June 17
Session 2.....	Full payment due July 7
Session 3.....	Full payment due July 15
Session 4.....	Full payment due July 29
Session 5.....	Full payment due August 12

Scholarship Assistance: Camp scholarships are available for anyone who may need additional financial assistance. Contact the YMCA Youth Desk Staff at (413) 739-6955 for more information.

GROUP PLACEMENT

The YMCA places children in groups according to age. Camp Fun City is divided into the Wolf Cubs (Campers ages 6-7), the Timber Wolves (campers ages 8-9), and the Grey Wolves (campers ages 10-12). Within the Units each counselor has a smaller group (1:12 average ratio). These groups spend the entire camp day together. Requests for specific group assignments must be submitted to the Camp Director in writing prior to the beginning of the session. We will make every effort to accommodate your request.

PROGRAM ACTIVITIES

All planned special events and important information will be sent home on a "Refrigerator Calendar" with your camper on the first day of each session. Daily activities at Camp Fun City include

Arts and Crafts	Instructional and Recreational	Science Madness
Camp Songs	Swimming	Sports
Field Games	PC Video Games	Team Building
Games	Performing Arts	Water Park
	Planes, Trains, Automobiles	

TYPICAL DAY

7:00 AM – 9:00 AM

Arrival and pre-camp activities

9:00 AM – 9:15 AM

Morning announcements/welcome/singing/group checks

9:15 AM – 12:15 PM

Morning activities/swim lessons

12:15 PM – 1:00 PM

Lunch

1:00 PM – 3:30PM

Afternoon activities

3:30 PM- 4:00 PM

Wrap up/dismissal

4:00 PM – 6:00 PM

Post Camp

FAMILY NIGHTS

Some Sessions have an optional family night at camp July 11th, and August 8th from 6:30-7:30pm. Parents will have the opportunity to see camper projects, meet the staff and participate in family fun activities.

RAINY DAYS

Camp is held rain or shine. On rainy days, activities will be arranged so campers spend time inside YMCA facilities. While indoors, campers will participate in skits, games, arts & crafts, songs, and more. During rainy days, children may get wet and dirty. Please dress your camper accordingly for the weather. If you have an adventurous camper who will choose to participate in an outdoor activity, please pack a change of clothes in a sealed plastic bag!

INCLEMENT WEATHER POLICY

The YMCA provides services on inclement weather days unless the City of Springfield declares a state of emergency banning all non-essential traffic on the roads. Please listen to the radio or television if severe weather should arise. If a state of emergency is declared, camp will not open that day.

SWIMMING

Swimming lessons for each camper are built in to the Fun City schedule. Campers are evaluated and placed into classes based on their ability. Our swimming program provides instruction for beginner, intermediate, and advanced swimmers as outlined by the National YMCA Aquatics Program. We strongly encourage all campers to participate in swim lessons. Free swim or access to a sprinkler park is offered as an afternoon activity choice to all campers, however it is important to note that any camper who does not participate in morning swim lessons will not be able to choose afternoon free swim.

LUNCH

The YMCA provides a free lunch for all campers through the Summer Food Program. Campers may choose to bring lunches, snacks, and drinks from home to camp every day. Please pack lunch/snack in a disposable bag with your child's name on it. All lunches are stored in refrigerators.

Please note: Lunch will not be provided August 20th – 23rd. Parents are required to provide lunch. A \$6 fee will be charged for each lunch provided by the YMCA.

WHAT TO BRING TO CAMP Do...

Bathing suit

Sunscreen

Towel

Hat

(Optional) (Lunch)

Weather appropriate clothes

drink (water bottle)

Insect repellent (lotion only)

(Rain gear when necessary)

Comfortable shoes

(sneakers are the best)

Don't...

Money (overnight payments are ok)
Toys
Jewelry
Glass bottles
Playing cards

Radios/Walkman/I-Pods/MP3's
Pocket knives
Hand held video games
Expensive items
Cell Phones

Your child's name should be on everything that he or she brings to camp. Camp is a physical experience each day. Please understand that your camper may come home very dirty. Do not dress your camper in attire that cannot get dirty. Please have your child wear sneakers to camp every day. Sandals or flip flops are not appropriate footwear for camp.

The YMCA is not responsible for lost or stolen items regardless of their worth or value.

LOST AND FOUND

We will try to return marked items, but we cannot guarantee the return of articles. All unclaimed items will be kept for three days after the last day of the session. After that, all unclaimed items will be donated to a local shelter.

ATTENDANCE POLICY

Parents are required to call the YMCA Youth Desk when their child is absent. The Youth Desk is open from 6:00AM – 6:00PM, Monday – Friday. The phone number for the YMCA of Greater Springfield is (413) 739-6955.

Please note: If you have a voucher or a slot subsidized by the state, the state will only allow ten (10) excused absences per month. Excessive absences may result in the termination of your subsidized slot.

HEALTH POLICY

Camp Fun City employs first aid certified staff, a Health Administrator certified in CPR, First Aid, and medication administration, as well as an on-call doctor. Each child must have a completed medical form on file before he/she is allowed to attend camp. Parents should not send children who are sick or infectious to camp. Any additional health information should be directed to the Camp Director or Health Administrator. If your child is ill or unable to attend camp, please call the YMCA Youth Department on the day that he/she is out (413) 739-6955.

MEDICAL FORMS

State law requires that each child receive a physical exam within 24 months of his or her attending camp. Children without a valid physical form on file will not be allowed to attend camp. Please have your doctor complete the official camp medical form (attached) or a comparable form. Be sure that all information is correct and the form is completely filled out. All

physicals are due to the YMCA fifteen (15) days prior to the camp session. Please send your child's physical form to: Springfield YMCA, 275 Chestnut Street Ste.1, Springfield, MA 01104, Attn. Camp Fun City.

EMERGENCY PROCEDURES

Our trained first aid staff will respond to minor illnesses or injuries that arise during the camp day. For any injury or illness that requires medical treatment, parents will be notified immediately to pick up their child. If parent/guardian cannot be reached, the person listed as the emergency contact will be called. In an emergency when a guardian cannot be contacted and further medical attention is necessary, the camper will be transported to Bay state Medical Center by ambulance. In the case of an injury which requires immediate medical treatment the following steps will be taken:

1. An ambulance will be called.
2. Parent/Guardian will be notified.
3. A staff member will accompany the child to the hospital.
4. YMCA staff will remain with the child until a parent/guardian arrives.

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will only be administered under the following guidelines:

- Prescription medication must be in its original container with the child's name, address, and dosage instructions listed.
- An Authorized Medication Form will be provided for the parent to complete. Each form must be filled out including signature and date. This form can be found in the back of this handbook.
- Non-prescription medication will not be administered under any circumstances.
- Medications are to be given to a staff member upon the child's arrival at the program.
- All medication is secured within a locked area. Medication that requires refrigeration is placed on a labeled shelf in the refrigerator.

TRANSPORTATION/BUS SAFETY

Because Camp Fun City is held primarily at the YMCA facility, bus stops are not an option for this program. Field trips will happen throughout the summer and campers will be transported by YMCA buses/vans. Please help us make your camper's time on the bus safe by making him/her aware of bus safety rules.

- All campers and staff must remain seated while the bus is in motion.
- Campers and staff will keep aisles clear for safe passage.
- No gum, food or drink will be consumed on the bus. Also, pens and pencils should not be used during any bus ride.
- All campers must follow the directions of the bus driver and monitor.

PICK-UP / DROP-OFF PROCEDURES

The procedure of dropping off or picking up your child at Camp Fun City is as follows:

Morning drop off

Staff will be stationed in the Y parking lot each morning from 7:30 am – 9:00 am. Cars should pull around to the left parking lot of the building to the North staircase where parents may sign their child in & drop-off their child.

Afternoon pick up

Staff will be stationed in the Y parking lot each afternoon from 4:00 pm – 6:00 pm. Cars should pull around to the left parking lot of the building to the North staircase where parents may sign their child out & pick up their child.

Early Pick Up

The Camp Director should have written notice of any camper that will be picked up early. Parent(s)/guardian(s) must come directly to the Camp Office (GYM) to sign out and pick up their camper(s). The YMCA will release a child only to parents, legal guardians or to person(s) authorized and identified on the Camp Registration Form.

Positive identification is required at all time for visits and pick up.

Rainy Days

Parents should park in the lot and enter the building through the side entrance. Head upstairs to the racket ball court to sign your child in and out.

PARENT VISITATION AT CAMP

Parents/Guardians are welcome to visit camp at any time during the session. Upon arrival at camp please sign in at the office and provide identification. You will be issued a visitor's pass that must remain visible at all times.

AUTHORIZED RELEASES

The YMCA will release children only to persons authorized and identified on the child's Registration Form. Staff members will ask for identification - please have your ID ready. In the event a relative or friend not identified on the registration form needs to pick up a child, parents should provide, if possible, advance written notification. If an emergency should arise and an unauthorized person needs to pick up a child, a telephone call from the parent/legal guardian must precede the arrival of the unauthorized person. Identification from this person is required. No child will be released to any individual without proper identification.

PRE/POST CARE (EARLY AND LATE DAY PROGRAM)

To accommodate the needs of working parents, pre and post camp hours are available at an additional fee. Pre-camp operates from **7:30AM-9:00AM** at the YMCA; post-camp runs from **4:00PM-6:00PM** at the YMCA. Games, sports, crafts, movies, and more will be offered during these times. Parents/ guardians are responsible for transportation to and from the early day and late day programs. A late fee will be charged for any child who is picked up after 6:00PM.

LATE FEE POLICY

A \$7.00 fee, per camper, for every 15 minutes past 4:00 pm will be charged for campers not attending post camp and 6:00 pm for those attending post camp. Late fees are to be paid by the end of the next business day. Please make every effort to be prompt at pick up times. Late pick-ups cause undue stress to a child who may be hungry and tired from a full day at camp. If, in an emergency, you know that you are going to be late, please call the YMCA Youth Department at (413) 739-6955.

YMCA PLAN FOR BEHAVIORAL MANAGEMENT

DISCIPLINE and GUIDANCE shall be **(1)** consistent and **(2)** based on an understanding of the individual needs and the level of development of each child. The goal of all discipline is to maximize the growth and development of self-discipline, while insuring the safety of the group. All rules and limits are clearly explained to the children frequently so they will understand and feel secure that the adults in charge care enough to keep them safe. Developmentally appropriate methods of behavior management will be used in dealing with unacceptable behavior. These methods include use of some of the following techniques: distraction, redirection, gentle reminders, offering acceptable choices, natural consequences, and when absolutely necessary, "renewal time" (time away from the situation to relax and renew self-control). "Renewal time" needs to be used with much care and thoughtfulness to prevent it from becoming a punishment or form of reinforcing inappropriate behavior.

YMCA NO TOLERANCE POLICY

To make the camping experience pleasurable for everyone we would like to remind you about our NO TOLERANCE policy.

The NO TOLERANCE policy does not allow for physical violence and bad language in Y programs. The consequences will be as follows:

Repeated defiance of rules set down for the children's safety

Repeated behavior which threatens the physical and/or emotional safety of the child, other children or staff (i.e.: hitting, biting, verbal assault, kicking, throwing objects, pushing, and temper tantrums) will result in the following:

First Occurrence – An incident report will be completed. Immediate one day suspension or "In House" behavior management (Camp Director's discretion). The child will be asked to sit and discuss what unacceptable behavior he/she demonstrated and why it occurred. With the assistance of a staff person, the camper will list alternate behaviors for possible future situations.

Second Offense - An incident report will be completed. One day suspension and the parent will be called in for a conference that same day. Previous documentation will be shared - a plan of action with staff, parent, and child will be determined.

Example: Choices may include loss of privileges at home and at program.

Third Offense - Suspension. 3 days depending on the severity of behavior.

Fourth Offense - TERMINATION from program

NOTE: Extremely Violent/Threatening Behavior can result in an IMMEDIATE TERMINATION.

At no time will a behavioral incident be dealt with in a demoralizing, humiliating or abusive manner. No child will be subject to neglect, cruel, unusual, severe or corporal punishment including: Punishment which subjects a child to verbal abuse, ridicule or humiliation, denial of food, rest, or use of bathroom facilities. Punishment for soiling or wetting or not eating food is strictly prohibited.

No staff member shall be subject to verbal or physical abuse by a child enrolled in the program. This includes humiliation, foul or abusive language or ridicule.

ADJUSTMENT TO THE CAMP EXPERIENCE

If a child is unable, in our opinion, to enjoy the camp experience, we reserve the right to ask for his/her withdrawal after consultation with parents. Please feel free to speak to our camp staff regarding any questions or problems your child may have adjusting to the camp program.

Parental Notification of Communications Policy

(Telephone, Voicemail, Email, Web site, Facebook/Twitter, Blogs, Cell phone, Text messaging)

Families entrust their children to the YMCA's care for child care, camp and other youth programs. Our promise to those we serve is to provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way.

YMCA staff, volunteers, program participants and parents must work together to insure adherence to this policy.

YMCA Staff & Volunteers

1. Will block any personal websites or blogs and mark them as private, denying access to any Y program participants.
2. Will not disclose personal email, telephone, cell phone or website information to any program participants.
3. Will not attempt to contact any participant via phone, text message, email, web site or blogs for non-program related business.
4. Will not use any photos taken for YMCA programs or marketing purposes for personal use.
5. Will not use cell phones for personal calls during business hours.
6. Will not use cell phone cameras to take photos of program participants for any reason.
7. Will notify his/her supervisor immediately if a youth attempts to communicate with an employee via e-mail, instant message, cell phone or social network site

YMCA program participants and their parents agree

Not to contact any Y staff via staff's personal telephone/cell phone, text message, email, websites or blogs. Not to use cell phones during program hours (except for emergency situations). They will not use photos, logos or images of the YMCA or its program participants. Personal photos may only be taken with consent and may not be displayed in any derogatory fashion. Will not take cell phone photos of staff or program participants while engaged in Y programs.

Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private and personal expression can have legal consequences, including defamation, copyright infringement and trademark infringement. Our goal is to "build strong kids, strong families and strong communities." Adherence to this policy will insure our success. It is everyone's responsibility to deliver on this promise. Any concerns should be immediately reported to your child's program director or department head.

Failure to comply with the communications policy may lead to suspension or termination from a program.

